



## *State of Louisiana*

### **DIVISION OF ADMINISTRATION OFFICE OF INFORMATION TECHNOLOGY**

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#### **Office Of Information Technology**

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#### **Subject: I.T. Directive – Personal Printers**

While the cost of personal inkjet and personal laser printers (as opposed to shared workgroup printers) is relatively low (\$200 - \$800), supplies for personal inkjet printers cost about three times as much per page as supplies for workgroup laser printers. Also, the support costs for multiple personal printers is higher than the support cost for one printer shared by multiple people.

In an effort to reduce printing and related support costs, OIT hereby supports the future purchase of personal inkjet and personal laser printers for **ONLY** the following categories of employees: telecommuters, employees in isolated offices, disabled workers, and employees who print confidential documents. All other employees should use shared printers.

Enforcement of this directive and evaluation of exceptions shall be the responsibility of each entity under the authority of OIT as defined by R.S. 39:15.1 et seq. Approved requests for exceptions should be granted by the appropriate authority within the entity by reassigning existing equipment whenever possible, using the above criteria.